

**DEPARTMENT OF DEFENSE
DIRECTIVES SYSTEM TRANSMITTAL**

NUMBER	DATE	DISTRIBUTION
DoD 5025.1-M, Change 1	February 3, 1997	5000 Series

ATTACHMENTS

2 Pages

INSTRUCTIONS FOR RECIPIENTS

The following pen and page changes to DoD 5025.1-M, "DoD Directives System Procedures," August 1994, are authorized:

PEN CHANGES

Change "Unified Combatant Commands" to "Combatant Commands" throughout the Manual.

Page 2-5

Subsection B.1., line 2. After "OSD" insert "(presidentially appointed PSAs)".

Page 4-16

Paragraph D.2.f., line 1. Change "Two 3.5 diskettes" to "One 3.5-inch diskette" and change "MS-DOS 3.0" to "MS Word 6.0".

PAGE CHANGE

19970528 096

Remove: Pages 4-13 and 4-14

Insert: Attached replacement pages.

Changes appear on page 4-13 and are indicated by marginal asterisks.

DISTRIBUTION STATEMENT A

Approved for public release;
Distribution Unlimited

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WHEN PRESCRIBED ACTION HAS BEEN TAKEN, THIS TRANSMITTAL SHOULD BE FILED WITH THE BASIC DOCUMENT

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INSTRUCTIONS FOR RECIPIENTS (continued)

EFFECTIVE DATE

The above changes are effective immediately.


Larry E. Curry, Director
Correspondence and Directives

C. COORDINATION

1. Coordinating DoD Issuances With the DoD Components

* a. DoD issuances (or reissuances) shall be forwarded to the Heads of the DoD Components, who have mutual or related responsibilities for review and concurrence or comments. A substantive reissuance that revises essential portions of DoD issuances, such as policy, applicability, responsibilities, purpose, procedure, and information requirements, shall be coordinated. An administrative reissuance that revises non-substantive portions of a DoD issuance, such as dates of references and organizational symbols, is not coordinated. However, if an administrative reissuance is done to comply with executive, legislative, or secretarial requirements, or if the reissuance is a DoD Directive, it must be coordinated with GC, DoD. *

b. Mandatory Coordinations. All DoD issuances and substantive reissuances must be coordinated with DA&M, OSD; GC, DoD; and IG, DoD.

c. When it is necessary to divide a DoD Directive into a DoD Instruction and/or DoD Publication, after coordination as a DoD Directive, another coordination is not required. Explain in the cover memorandum the reason for the division; e.g., that the division was necessary to comply with DoD policy in this Manual on the size and nature of DoD issuances or on the recommendation of GC, DoD. The original signed coordination papers shall be used for the DoD Directive and copies of the papers shall be used for the DoD Instruction and/or Publication. (See figure 4-15.)

2. Unions Granted National Consultation Rights. DoD issuances that contain substantive changes in conditions of employment, including personnel policies and practices and other nonpersonnel matters, that affect DoD civil service and nonappropriated fund civilian employees shall be forwarded to the unions for comment. Assistance in this coordination requirement may be obtained from the Office of Civilian Personnel Policy and Equal Opportunity, Office of the Under Secretary of Defense for Personnel and Readiness.

3. SD Form 106, "DoD Directives System Coordination Record."

* a. A separate SD Form 106 must be used for each DoD issuance. (See figure 4-8.) The SD Form 106 shall *
* be used to forward draft DoD issuances to the DoD Components for coordination. The SD Form 106 may be *
* obtained from the OSD Publications Counter. A coordination suspense date of 30 working days minimum shall be *
* established, unless statutory or Secretarial requirements dictate an earlier suspense date. *

b. All items on the SD Form 106 must be completed, and that form must be approved and signed by the PSA or the Principal Deputy.

c. Copy Requirements

* (1) Four double-spaced copies of all draft DoD issuances and SD Forms 106 must be provided to the *
* Directives Branch for mandatory coordination by the DA&M, OSD. One virus-free 3.5-inch diskette of the DoD *
* issuance in MS-Word 6.0 (or higher) or in ASCII format also must be provided. *

(2) One double-spaced copy of the draft issuance and the SD Form 106 must be provided to the other DoD Components.

d. Coordination is reflected by signature concurrence on the SD Form 106 or by a memorandum with comments.

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4. Coordinating Officials for DoD Directives

a. OSD Components. OSD coordinating officials shall be at the level of PSA or Principal Deputy. If an ASD is under the oversight authority of a USD, the USD may solicit comments from the ASD and include such comments in the USD coordination.

b. Military Departments. Coordination shall be at the level of Assistant Secretary or Principal Secretariat officials.

c. Chairman of the Joint Chiefs of Staff. Coordination for the Chairman of the Joint Chiefs of Staff shall be at the level of Director or Vice Director, Joint Staff.

d. Unified Combatant Commands. Coordination by the Commanders of the Unified Combatant Commands shall be included in the Chairman of the Joint Chiefs of Staff coordination.

e. Defense Agencies. If a Director of a Defense Agency is under the oversight authority of a PSA, the PSA may solicit comments from the Director and include such comments in the PSA coordination. The Directors of NSA and CIO shall be coordinating officials.

5. Coordinating Officials for DoD Instructions and DoD Publications

a. OSD coordination is encouraged at the same coordinating level for DoD Directives. The PSA who authorizes the staffing of a DoD Instruction or DoD Publication may accept coordination from officials at the Deputy Under Secretary, Deputy Assistant Secretary, or equivalent level, who coordinate on subjects within their areas of expertise and responsibility.

b. The Military Department, Chairman of the Joint Chiefs of Staff, and Defense Agency coordinations are encouraged at the same coordinating level for Directives. The PSA who authorizes the staffing of a DoD Instruction or Publication may accept coordination from officials who coordinate on matters within their areas of expertise and responsibility, below the level stipulated for Directives.

6. Recoordination

a. When 6 months have elapsed since coordination took place, recoordination of the DoD Directive, Instruction, or Publication is required. When circumstances prevent recoordination, the reason for the delay in submitting the DoD Directive for signature shall be explained in the Cover Memorandum for the Deputy Secretary of Defense. The reason for the delay in submitting the DoD Instruction or Publication shall be explained in the Cover Memorandum for the PSA.

b. When there is a new PSA since coordination took place, recoordination of the DoD Directive, Instruction, or Publication with new PSA is required.

7. Nonconcurrency. A nonconcurrency should be resolved by a second coordination with the particular DoD Component concerned. Unresolved nonconcurrences for Directives shall be addressed in the Cover Memorandum for the Deputy Secretary of Defense. Unresolved nonconcurrences for Instructions should be addressed in the Cover Memorandum for the PSA. Unresolved nonconcurrences for Publications should be addressed in the Cover Memorandum for the PSA or designated Deputy.